

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposal to Transfer Data Transcriber Section to Office of Finance and Office of Personnel

FROM:

EXTENSION

NO.

OIT/TRIS

DATE

LOGG

Chief, Operations Group, OIT

03 March 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DD/OIT

2. D/OIT

3.

4.

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15.

At the offsite, we talked about functions/services we need to reduce or eliminate. The "key entry" area is one of them. Your thoughts on how to proceed.

(Separate copy sent to C/DG).

JRV,

Proceed if you wish. What I mean by stop doing just that stop! Finish! no more! no shifting it off to some one else. Keep two positions for ops and sticking with office as not what I meant. what I meant is stop putting after, stop a security brief cable analysis, Reduce tape mounting.

ADMINISTRATIVE - INTERNAL USE ONLY

OIT 0267x-88

OIT/TRIS

LOGGED

34 MAR 1988

SUBJECT: Proposal to Transfer Data Transcriber Section to Office of Finance
and Office of Personnel

BACKGROUND

The Data Transcriber Section (DTS), Application Management Branch, Production Division, Operations Group, is primarily responsible for entering and verifying data received from the Office of Finance (OF) and the Office of Personnel (OP) into machine readable language. The DTS also supports standing and ad hoc data entry requirements for other Agency components in the DDA, DDI and DDS&T.

STAT There are Staff positions assigned to the DTS;

STAT

The DTS is divided into three units:

1) HQS Building Room 2E24 - Responsible for processing of source documents for the General Accounting System (GAS) supporting only the Office of Finance.

STATs unit is manned by employees;

The average overtime for the unit per pay period is 28 hours. The equipment to support this unit consist of one IV-Phase/70 Central Processing Unit (CPU), one printer (character), four IV-Phase entry terminals, one supervisor terminal, and one tape drive.

2) HQS Building Room GE78 - Processes all ad hoc requirements as well as standing requirements such as entering data for FBIS, Joint Publications Research Service and Office of Personnel, CIA Retirement System. The unit also supports offices throughout the Agency for conversion of various floppy disk to WANG readable format. The unit is manned by GS-07 employees. The average overtime for this unit is 13 hours per pay period for one specific project. The equipment to support the unit consist of one IV-Phase/70 CPU, one printer (character), three IV-phase entry terminals, one supervisor terminal, and one tape drive for the IV-Phase computer. One VM terminal, one WANG WORD Processor, and one ANTARES System for floppy disk conversion.

3) Key Building - This is the largest unit of the DTS. It is responsible for entering source documents received from the Office of Finance (OF) for the General Accounting System (GAS); Office of Personnel (OP) for Time and

STAT:endance manual processing including
Masterfile. Support provided by the unit to OF and OP is evenly distributed

STAT:h 50% going to each Office. Current manning is employees;

STAT The average overtime for the unit is 90 hours per pay period. The overtime is provided by assigned personnel and volunteers from the other DTS units and various OIT components.

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PROPOSAL

1. HQS Room 2E24 - All functions and equipment be transferred to the Office of
STATice (OF) with current positions consisting of [REDACTED]
STAT [REDACTED]

2. Combined support in Key Building be divided as follows:

STAT, All GAS functions to OF with positions of
STAT Equipment to be shared by OF and OP.

STAT, All Payroll functions to OP with positions consisting of ☐
STAT ☐ Equipment to be shared by OF and OP.

3. HQS Room GE78 - Standing requirements for OP to be transferred to OP. All other standing and ad hoc requirements currently supported be transferred STAT₁stomer Services Group (CSG) [REDACTED] All equipment currently located in GE78 would be transferred to CSG.

STAThe remaining positions, to be retained by
Operations Group.

<u>Office</u>	<u>Pos.by Grade</u>	<u>No. of Pos.</u>	<u>No. of Personnel</u>
		<u>Transferred</u>	<u>Transferred</u>

STAT_F

OP

CSG

OG

5. Timing for the posposed transfer of functions is 1 October 1988. Initial contact with OF, OP and CSG to begin immediately upon approval.

6. Issues to be discussed with OF, OP and CSG.

- Funding for required hardware/software maintenance contract for IV-Phase equipment.
- Sufficient OP and OF office space in the NOB for additional DTS personnel.
- Space for required equipment in OP and OF designated NOB location.
- Ensuring cooperation between OF and OP in sharing equipment resources.